



## North Dakota Department of Health HIPAA Policy

<b>Policy Title:</b>	<b>Employee Access</b>	
<b>Policy Number:</b>	PS-003	<b>Version:</b> 1.0
<b>Reference:</b>	45 CFR 164.530(c)	
<b>Applicability:</b>	Department of Health	
<b>Approved By:</b>	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
<b>Effective Date:</b>	February 1, 2004	

### **Policy:**

The NDDoH will manage employee access to NDDoH facilities.

### **Exceptions:**

None

### **Procedure:**

- Each Section/Division will set access to the minimum necessary for each employee.
- Staff entrance doors will be locked and signed. Hardware will be installed as needed to manage employee access.
- Each Section/Division will develop and maintain an access roster for all assigned employees. The roster will include key rosters, building accessibility times and area of operation.
- When outside posted hours of operation, visitors accompanying employees will be the responsibility of the employee.

### **Related Forms:**

None

### **Definitions:**

*NDDoH* – North Dakota Department of Health

*Visitor* – Non-North Dakota Department of Health Employee